

PERSONNEL POLICY  
Fauquier County, Virginia

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Effective Date:  
7/16/91

Policy Title:  
Driver Safety Program

Section No.:  
39

Supersedes:  
NEW

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I. PURPOSE

Only those employees and volunteers who have met the County's eligibility criteria will be allowed to operate a licensed County vehicle or personal vehicle for County business.

II. SCOPE

To promote employee and public safety in conjunction with reducing the County's exposure to financial loss due to vehicle accidents involving County employees and/or volunteers. To assure confidence in Fauquier County drivers, to protect County drivers, the public and the County, a Driver Safety Program has been instituted.

III. GENERAL PROVISIONS

This policy applies to all current employees or volunteers who drive or will drive a licensed County vehicle as part of their normal duties or who may have need of a County vehicle in the course of their employment. The policy also applies to employees or volunteers who operate personal vehicles for County business.

Only those employees or volunteers who have a valid operator's license and less than six (6) demerits under the State penalty system or comparable system and who have met the County's conditions for maintaining eligibility will be eligible to operate licensed County vehicle. It shall be the responsibility of all employees/volunteers to immediately notify their immediate supervisor who in turn shall notify the Safety Coordinator if their operator's license is suspended, revoked, restricted or if the employee/volunteer no longer meets the criteria guidelines for maintaining eligibility (obtains six (6) demerits or more).

Seat belts are mandatory for both drivers and passengers. The use of seat belts is also required by Virginia State Law. See Personnel Policy, Section 33, Seat Belt Policy.

Each employee or volunteer shall not be permitted to operate a County vehicle or a personal vehicle for County business until they have executed a Division of Motor Vehicles Driver Record Authorization and a Driver's Safety Rules form. A Division of Motor Vehicle Driver Record report will be obtained once a year (July 31st) and more often if requested, and will be used and reviewed by the Safety Coordinator solely for the purpose to determine eligibility to drive under the auspices of the County and applicability of Driver Safety Program regulations.

Employees or volunteers designated to drive County vehicles or privately owned vehicles on County business must have a valid operator's permit from their state of residency. Upon relocation, a valid permit must be secured within thirty (30)

days of moving to a new state, and the Personnel Department must be notified of the change, in writing, for purposes of the DMV record check.

#### IV. GUIDELINES FOR MAINTAINING ELIGIBILITY

Employees or volunteers who have six (6) or more demerits, excluding good driver points, will be required to under go a Defensive Driver's Training course. The County will provide Defensive Driver Training for County employees or volunteers. This course will also be offered to employees, on a volunteer basis, who are interested in improving their driver's skills in order to avoid potential demerits. This training will be provided by the Sheriff's Office and will be taught by a certified instructor. The instructor will provide a statement in writing indicating whether or not the employee/volunteer has passed or not passed the course to the employee's or volunteer's Department Head/Supervisor who in turn will provide a copy to the Personnel Department to be placed in the employee's/volunteer's official personnel file.

Any accumulation of additional demerits will result in the revocation of the employee's eligibility to operate a motor vehicle on County business (as specified below).

The length of the revocation period will be determined by the Safety Coordinator and the Department Head by the seriousness and frequency of violations reflected by the employees or volunteer's DMV record. The revocation shall not be for less than six (6) months nor will it exceed twelve (12) months except for a conviction for a DWI (Driving While Intoxicated) or DUI (Driving Under the Influence) offense, in which case eligibility shall not be restored for a period of less than five (5) years from the date of the conviction. Any employee or volunteer with convictions will be allowed to drive a County vehicle or personal vehicle on County business after five (5) years from the date of conviction provided there are no other convictions of any nature, as substantiated by appropriate documentation.

Once the length of revocation has been determined, the Safety Coordinator will advise the Department Head of the revocation who in turn will notify the employee or volunteer in writing of the length of the revocation. The Department Head, in consultation with the Personnel Director, may elect to alter an employee's or volunteer's job responsibilities or otherwise accommodate the employee during the length of revocation.

It shall be the duty of all employees or volunteers to bring all complaints regarding a driver's conduct, convictions for moving violations, and any accidents resulting in bodily injury or property damage while driving under the auspices of the County to the attention of the Safety Coordinator in conjunction with the Department Head. After a thorough investigation, disciplinary action may follow. Depending upon the

classification and severity of the incident, the Safety Coordinator in conjunction with the Department Head may rule as follows:

1. If an accident results in bodily injury or property damage, and if by factual evidence, the driver is held to be at fault by the Safety Coordinator and Department Head, disciplinary action may be taken which may be up to, and include termination.
2. Convictions for three (3) moving violations within a thirty-six month period:

First Conviction

Driving privileges will be suspended for a period of one to fourteen days and/or suspension from work for one to three days without pay.

Second Conviction

Driving privileges will be suspended for a period of fifteen to thirty days and/or suspension from work for three to five days without pay.

Third Conviction

Driver's privileges to operate County or personal vehicle on County business will be permanently revoked and continued employment may be based on the needs of the County and/or suspension from work for five days without pay.

3. Notwithstanding anything to the contrary in paragraph 2 above, current employees or volunteers with convictions for the following offenses will be ineligible to drive County vehicles or a personal vehicle under the auspices of the County:
  - A. Any felony involving a motor vehicle.
  - B. Leaving the scene of an accident and/or failure to make the required report.
  - C. Driving on suspension or revocation.
  - D. Two (2) convictions for exceeding the posted speed by 20 mph within a thirty-six (36) month period.
  - E. More than three (3) moving violations in a thirty-six (36) month period.
  - F. More than four (4) speeding convictions in the preceding five years.
  - G. Conviction for falsifying any report or application pertaining to the operation of a motor vehicle or driver's license.

4. Verified complaints regarding a driver's conduct within a thirty-six (36) month Period:

First Complaint

A verbal reprimand and written notice of such action will be given to the driver by the driver's Department Head/Supervisor. A copy of this notice will be placed in the employee's official personnel file.

Second Complaint

A verbal discussion with the driver and a written reprimand will be given to the driver and a copy placed in the driver's official personnel file.

Third Complaint

A verbal discussion with a written reprimand will be given to the driver and a copy will be filed in the driver's official personnel file. Upon the recommendation of the Safety Coordinator in conjunction with the Department Head, the driver may be terminated or may lose privileges to operate County vehicles or personal vehicles on County business.

All revocations of driving privileges by the Safety Coordinator and the Department Head are subject to appeal and review by the County Administrator.

SUMMARY:

The Personnel Director will notify, in writing, the General Services Department when an employee/volunteer is no longer eligible to drive a County vehicle, and the Department Head will notify the employee or volunteer, in writing, when an employee/volunteer is no longer eligible to drive a County vehicle.

These are minimum considerations and are subject to more stringent determinations depending upon the severity of the offense. The Safety Coordinator, in conjunction with the Department Head, may revoke any employee's/volunteer's privileges to operate a County vehicle, or any vehicle on County time, for any reason deemed appropriate.

These regulations have been set forth for the safety of all concerned. Failure to heed these regulations could result in disciplinary action, or the loss of the privilege of being assigned a County vehicle or driving a County vehicle or personal vehicle on County business, or termination from employment.

DIVISION OF MOTOR VEHICLES DRIVER RECORD AUTHORIZATION

I, \_\_\_\_\_, hereby authorize the Fauquier County Government to gather any and all information concerning my current and past driving record. I certify that I have read, am in compliance with, and fully understand The Fauquier County Government Driver Safety Program Policy. I further understand that a Motor Vehicle Records report will be obtained once each year, and more often as requested, and that the results gathered will be used solely to determine my eligibility to drive vehicles owned by the Fauquier County Government, as well as personal vehicles on County business. I agree that the operation of motor vehicles on County business is a privilege and not a right and understand that this privilege may be suspended or revoked at any time for any reason deemed appropriate by the Safety Coordinator. I also agree not to operate any vehicle without a valid permit. I also certify all information submitted to the Fauquier County Government concerning my driving record is accurate. I understand that violation of these policies will result in disciplinary action up to and including termination of employment.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER

\_\_\_\_\_  
STATE

\_\_\_\_\_  
EMPLOYEE'S NAME (PRINT)

### Driver Safety Rules

1. All accidents must be reported immediately to your supervisor and to the Safety Coordinator.
2. Drinking, possession of intoxicating liquor, drugs in County or personal vehicle used for County business, or reporting for work while under the influence of alcohol or drugs is prohibited.
3. Complete safety check of vehicle and equipment must be made before leaving the facility.
4. All personal vehicles used for County business will have an up-to-date Safety Inspection sticker.
5. Driver must be in possession of a valid operator's license at all times when operating County vehicles.
6. The carrying of unauthorized passengers is strictly prohibited.
7. Driver must make certain that cargo in his/her vehicle is properly loaded and secured at all times.
8. A periodic check of equipment while en route shall be made, and all mechanical defects noted for remedial action upon termination of trip.
9. If injured, no matter how slight the injury may appear, immediately report the incident to the Department Head/Supervisor.
10. Driver shall observe all rules and regulations for safe driving as specified by the County.

CAUTION: If you do not know or if you are not sure, ask your supervisor. It is better to be safe ..... than sorry!

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I have read, understand, and will abide by the Driver Safety Rules of Fauquier County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

DRIVER SAFETY PROGRAM

Driver's Name: \_\_\_\_\_ Department: \_\_\_\_\_

First Conviction or Avoidable Accident:

Driving privileges suspended for \_\_\_\_\_ (number of days; 1 to 14)

Suspension from work without pay for \_\_\_\_\_ (number of days; 1 to 3)

Second Conviction or Avoidable Accident:

Driving privileges suspended for \_\_\_\_\_ (number of days; 15 to 30)

Suspension from work without pay for \_\_\_\_\_ (number of days; 3 to 5)

Third Conviction or Avoidable Accident:

Driving privileges revoked \_\_\_\_\_ (if yes, number of days)

Driver terminated \_\_\_\_\_ yes \_\_\_\_\_ no

Suspension from work without pay for 5 days \_\_\_\_\_ yes \_\_\_\_\_ no

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Verified complaints regarding a driver's conduct within a 36 month period:

First Complaint:

Date of verbal reprimand \_\_\_\_\_.

Date copy put in official personnel file \_\_\_\_\_.

Second Complaint:

Date of verbal discussion with driver \_\_\_\_\_.

Date copy of written reprimand put in official personnel file \_\_\_\_\_.

Third Complaint:

Date of verbal discussion with driver \_\_\_\_\_.

Date copy of written reprimand put in official personnel file \_\_\_\_\_.

Driver terminated \_\_\_\_\_ yes \_\_\_\_\_ no.

Driving privileges suspended for \_\_\_\_\_ (number of days to be determined by Safety Coordinator and Department Head).

\_\_\_\_\_  
Signature of Department Head

